

Area	Finding	Explanation/Corrective Action	Due Date	Status	Internal Auditor Comments
Bank Reconciliations	The District is carrying 16 checks that were outstanding for more than one year and are still present on the June 30, 2020 bank reconciliation.	All checks over one year old are to be written off and held in escrow for 6 years after 2 attempts to contact the payee are unsuccessful. If left unclaimed, the funds can be moved back to the General Fund as per NYS General Municipal Law S21.	June 1, 2021	The District Treasurer reviews all outstanding checks annually in May and will extend the review to capture and include any checks approaching a 1 year stale date. The District Treasurer then follows the procedures outlined in NYS General Municipal Law S21.	
Extra Classroom Accounts	Athletics - 2 receipts were missing a Student Treasurer signature	All cash receipts must be signed by the Faculty Advisor, Student Treasurer and Central Treasurer.	Completed October 1, 2020	The District Treasurer has reviewed all cash receipt requirements and procedures with all Faculty Advisors.	
Extra Classroom Accounts	Athletics - 1 receipt was missing a deposit slip.	All cash receipts must have a deposit slip documenting that funds were deposited.	Completed October 1, 2020	The District Treasurer has reviewed all cash receipt requirements and procedures with all Faculty Advisors.	

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Extra Classroom Accounts	Athletics - 1 receipt was missing supporting documentation.	All cash receipts must have supporting documentation before funds are deposited.	Completed October 1, 2020	The District Treasurer has reviewed all cash receipt requirements and procedures with all Faculty Advisors.	
Extra Classroom Accounts	Some clubs do not meet the State's definition of a bona fide club (i.e. Wildcat Sports Camp, Summer Music, Science Camp).	The Board of Education will continue to consider modifications to the operations of each of these clubs/activities.	July 1, 2020 through June 30, 2021	The District Treasurer will continue to monitor their fiscal operations.	